

## Narrative

2/4/09: Billing for January was \$125,700. This is a \$34,040 decrease from last January. Cash receipts were also down \$15,363.52 from last year. The account balance now stands at -\$76,256. The balance for December 2008 was -\$73,656.04, nearly a \$3,000 increase in the deficit. As such, expenditures will need to be watched even more closely in the upcoming months.

The Administrative Assistant II position was filled on January 26, 2009. The replacement, Mary Madden, was hired from the recall list. She is currently at step 8; her predecessor was at step 4. Lisa Glazer transferred to 4516-1000 as a Chemist II effective 1/18/09. A replacement Chemist I is anticipated by late February. Payroll projections have been changed appropriately. Due to the long Admin. Ass't II vacancy and periods of unpaid leave for other employees, regular payroll should be roughly \$907,300 (including the U/Mass ISA) while the adjusted budget is \$935,981. This is a savings of approximately \$28,681.

Office supply money (EE) has been used to the extent that we no longer have enough money left to pay the amount originally budgeted for postage. \$1,659.70 is in open blanket encumbrances, however.

Lab supply money (FF) is nearly gone. The balance is approximately \$3,000. Of the committed funds, nearly \$10,000 is in open blanket orders.

\$5,072 was transferred from AA to U04 to cover encumbrances.

A negative amount in JJ current month expenses is due to taking into account prompt pay discounts. Already the Hart Associates expenditures have been decreased by over \$2,000 due to prompt pay discounts.